STATE TEACHERS COLLEGE
AT
SALEM, MASSACHUSETTS

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DEPARTMENT OF EDUCATION

STATE TEACHERS COLLEGE AT SALEM

FOUNDED 1854

DEPARTMENT OF EDUCATION

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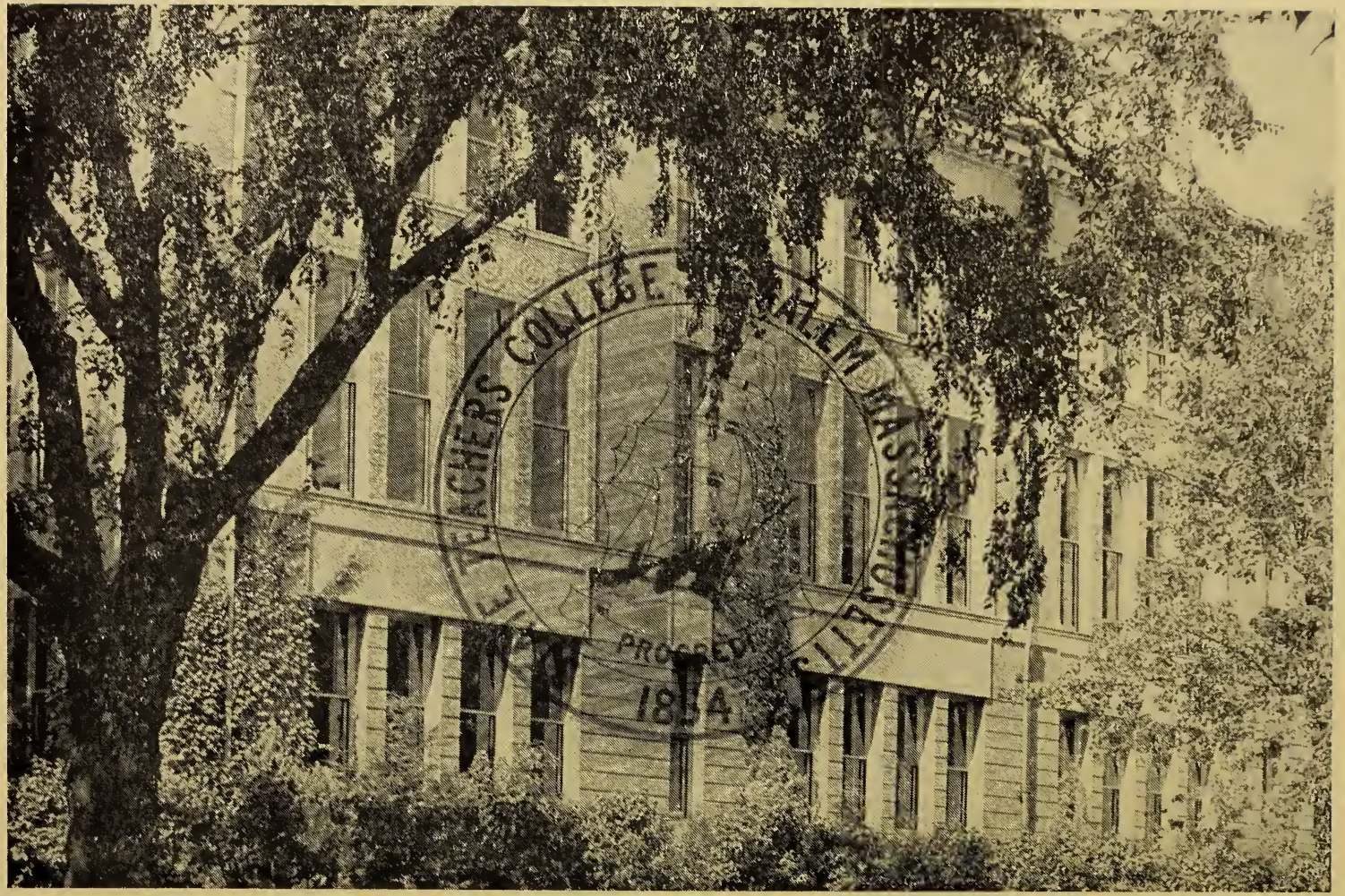

COLLEGE BUILDING

STATE TEACHERS COLLEGE AT SALEM

The State Teachers College at Salem (formerly the State Normal School at Salem) was opened to students September 12, 1854. It was the fourth teachers college established by the Commonwealth of Massachusetts. The first building stood at the corner of Broad and Summer Streets. This was enlarged and improved in 1860, and again in 1871. When facilities became inadequate to meet the increased demand for teacher training, an appropriation was made by the legislature for a new building, which was first occupied December 2, 1896. Exactly seventeen years later a modern training school was opened and continues to operate today as an integral part of the college plant. The site, buildings, and equipment represent a value of approximately one million dollars. Every year a capacity enrollment of more than five hundred students is accommodated. In addition to the president and principal there are twenty-eight members of the college faculty and eleven teachers in the training school.

The campus is at the junction of Loring Avenue and Lafayette Street. Salem is on the main line of the eastern division of the Boston and Maine Railroad system, connecting with the Saugus branch at Lynn. It is also easily accessible by bus. Student tickets for both types of service may be purchased at reduced rates.

Salem is the center of many interesting historical associations; within easy reach are the scenes of more important and stirring events than can be found in any other area of equal size in our nation. The surrounding scenery is very attractive. Curious and instructive collections may be found which belong to various literary and antiquarian organizations. The churches in the city are numerous and represent many religious denominations.

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TABLE OF CONTENTS

	PAGE
Calendar	6
Faculty	7
Requirements for Admission	11
Requirements for Promotion and Graduation	14
Length of Courses and Degrees	15
Expenses	15
Curricula	16
Description of Courses	25
Student Organizations	42
General Information	44

CALENDAR
1949–1950

First Semester

September 6	Orientation Day
September 7	Training School opens
September 9	Entrance examinations
September 12	Teachers College opens, 9:30 a.m.
October 12	Columbus Day
November 4	Essex County Teachers Convention
November 8	Close of first quarter
November 11	Armistice Day
November 23, 12:25 p.m. to November 28	Thanksgiving recess
December 16, close of day, to January 3	Christmas recess
January 17-23	Midyear examinations
January 23	Close of first semester
January 24	Term holiday

Second Semester

January 25	Second semester begins
February 22	Washington's Birthday
February 24, close of day, to March 6	Winter recess
March 29	Close of third quarter
April 7	Good Friday
April 19	Patriot's Day
April 28, close of day, to May 8	Spring recess
May 29-June 5	Final examinations
May 30	Memorial Day
June 11	Baccalaureate
June 12	Class Day
June 13	Commencement

1950–1951

First Semester

September 5	Orientation Day
September 6	Training School opens
September 8	Entrance examinations
September 11	Teachers College opens, 9:30 a.m.
October 12	Columbus Day
November 3	Essex County Teachers Convention
November 7	Close of first quarter
November 29, 12:25 p.m. to December 4	Thanksgiving recess
December 15, close of day, to January 2	Christmas recess
January 15-19	Midyear examinations
January 19	Close of first semester
January 22, 23	Term holidays

Second Semester

January 24	Second semester begins
February 22	Washington's Birthday
February 23, close of day, to March 5	Winter recess
March 23	Good Friday
March 29	Close of third quarter
April 19	Patriot's Day
April 27, close of day, to May 7	Spring recess
May 28-June 4	Final examinations
May 30	Memorial Day
June 10	Baccalaureate
June 11	Class Day
June 12	Commencement

Sessions

College is in session from 9:30 a.m. to 12:25 p.m., and from 1:05 p.m. to 3:45 p.m. The office is open daily, Mondays through Fridays, from 8:30 a.m. to 5:00 p.m. When inclement weather makes closing necessary, an announcement to that effect is made over Station WNAC at 7:00 a.m., or shortly thereafter.

Telephones

College, Salem 375. Training School, Salem 344. President, Arlington 5-0671.

FACULTY

The Teachers College

EDWARD A. SULLIVAN . . . . . *President*
Boston College — B.A., M.A.

VERNA B. FLANDERS . . . . . *Social Science*
University of Chicago — B.S., M.S.

FLORENCE B. CRUTTENDEN . . . . . *Social Science*
Columbia University — B.S., M.A.

ALICE H. EDWARDS . . . . . *Business Education*
Tufts College — B.A.
Boston University — M.Ed.

AMY E. WARE . . . . . *Social Science*
Bates College — B.A.
Columbia University — M.A.

MILDRED B. STONE . . . . . *Mathematics*
Boston University — B.S.Ed., M.A.

GEORGE F. MOODY . . . . . *Director of Training, Education*
Boston University — B.S.Ed., M.A.
Hamilton College — LL.B.

MIRA WALLACE . . . . . *Physical Education*
Boston University — B.S.Ed., M.Ed.

LUCY S. BELL . . . . . *Librarian*
Simmons College — B.S.

LEON H. ROCKWELL . . . . . *Education, History*
New York University — B.S.
Columbia University — M.A.

LILLIAN M. HOFF . . . . . *Speech*
Columbia University — B.S., M.A.

GERTRUDE BURNHAM . . . . . *English*
University of New Hampshire — B.A.
Columbia University — M.A.

VIOLA I. MUNYAN . . . . . *Education*
State Normal School at Framingham — B.S.Ed.
University of Maine — M.S.

EDNA M. MCGLYNN . . . . . *Social Science*
Boston University — B.A., M.A.
Boston College — Ph.D.

LAWRENCE T. LOWREY . . . . . *Logic, Physical Education*
Holy Cross College — Ph.B.

MARGARET C. KING . . . . . *Education, Physical Education*
Boston University — B.S.Ed.

RICHARD H. ROCKETT . . . . *Business Law, Languages, Speech*
Boston College — B.A.
Boston University — M.Ed.
Suffolk Law School — LL.B.

ROGER A. HARDY . . . . . *Business Education*
Boston University — B.S., M.B.A.

HELEN J. KEILY . . . . . *Business Education*
Boston University — B.B.A., M.Ed.

ADELE M. DRISCOLL . . . . . *Education*
State Teachers College at Fitchburg — B.S.Ed., M.Ed.

GERTRUDE A. BEERS . . . . . *Art*
Columbia University — B.S., M.A.

EARLE S. COLLINS . . . . . *Physical Science*
Harvard University — B.A., M.Ed.

BEATRICE WITHAM . . . . . *Business Education*
Tufts College — B.S.
Boston University — M.Ed.

D. FRANCIS HARRIGAN, JR. . . . . *Handwriting*
State Normal School at Salem — B.S.Ed.

James B. Sullivan . . . . . *Biological Science*
Boston College — B.A., M.S.

Bruce F. Jeffery . . *Head of Commercial Department Business, Education*
Boston University — B.B.A., M.C.S.
LaSalle University of Law — LL.B.

Mary M. Jones . . . . . *English*
Boston University — B.S.Ed., M.A., Ed.D.

Serena G. Hall . . . . . *English*
Boston University — B.A., M.A., Ph.D.

V. John Rikkola . . . . . *Education*
State Teachers College at Salem — B.S.Ed.
Boston University — M.Ed.

James T. Amsler . . . . . *Education*
State Teachers College at Fitchburg — B.S.Ed.
Harvard University — M.Ed.

Timothy F. Clifford . . . . . Music
Holy Cross College — B.A.
Clark University — M.A.

Leo F. Hennessey . . . . . *Education, History*
University of Ottawa — B.A., Ph.L.
St. John's Seminary, Brighton — Ph.B.
Boston College — M.Ed.

The Training School

V. John Rikkola . . . . . *Principal*
State Teachers College at Salem — B.S.Ed.
Boston University — M.Ed.

William A. Rich . . . . . *Supervisor, Grade Eight*
Boston University — B.S.Ed., M.A.

Esther L. Small . . . . . *Supervisor, Grade Seven*
State Normal School at Salem

Minerva M. Hudgins . . . . . *Supervisor, Grade Six*
Boston University — B.S.Ed., M.Ed.

Mary V. Hourihan . . . . . *Supervisor, Grade Five*
State Teachers College at Salem — B.S.Ed.
State Teachers College at Fitchburg — M.Ed.

Doris A. Cambridge . . . . . *Supervisor, Grade Four*
Boston University — B.S.Ed.

M. Elizabeth James . . . . . *Supervisor, Grade Three*
State Normal School at Salem

Mary F. Wade . . . . . *Supervisor, Grade Two*
State Teachers College at Salem — B.S.Ed.

Sybil I. Tucker . . . . . *Supervisor, Grade One*
State Normal School at Fitchburg

Beulah M. Sweetser . . . . . *Kindergarten*
Wheelock Normal School.

Viola I. Munyan . . . . . *Home Economics*
State Normal School at Framingham — B.S.Ed.
University of Maine — M.S.

James T. Amsler . . . . . *Practical Arts*
State Teachers College at Fitchburg — B.S.Ed.
Harvard University — M.Ed.

Administration

Ann K. Clark . . . . . *Registrar*
State Normal School at Salem

Mary M. O'Keeffe . . . . . *Secretary*

Margaret C. Morrison . . . . . *Bookkeeper*

Arthur W. O'Neil . . . . . *College Physician*
Tufts College — M.D.

Margaret D. Welch . . . . . *College Physician*
Tufts College — M.D.

Gertrude R. Williams . . . . . *College Nurse*
Carney Hospital — R.N.

REQUIREMENTS FOR ADMISSION

I. Application for Admission. Every candidate for admission to the State Teachers College at Salem is required to fill out a blank entitled, "APPLICATION FOR ADMISSION TO STATE TEACHERS COLLEGES" and send it to the president. This blank may be obtained from either the high school or the teachers college and may be filed after January 1 of the year in which the applicant wishes to enter. The blank must be filed by March 24 if the applicant desires to be considered in the first quota. Applications will be accepted after March 24, but qualified applicants who apply late will be admitted only if quotas are not filled.

II. Blank To Be Filed by the High School Principal. The principal of the high school is expected to fill out a blank giving the "HIGH SCHOOL RECORD" for each year and a "RATING OF PERSONAL CHARACTERISTICS" and send it to the president.

III. General Qualifications. Every candidate for admission as a regular student must meet the following requirements:

1. Health. The applicant must be in good physical condition and free from any disease, infirmity, or other defect which would render him unfit for public school teaching. A statement from the family physician and examination by the college physician are required evidences of satisfactory health.

2. High School Graduation. The applicant must be a graduate of a standard four-year high school, or have equivalent preparation.

3. Completion of Fifteen Units of High School Work. The "HIGH SCHOOL RECORD" must show the completion of fifteen units accepted by the high school in fulfillment of graduation requirements or the applicant must present evidence of equivalent preparation.

"A unit represents a year's study in any subject of a secondary school so planned as to constitute approximately one-fourth of a full year of work for a pupil of normal ability. To count as a unit, the recitation periods shall aggregate approximately 120 sixty-minute hours. Time occupied by shop or laboratory work counts one-half as much as time in recitation."

4. Personal Characteristics. The "RATING OF PERSONAL CHARACTERISTICS" and the moral character of the candidate must, in the judgment of the president, warrant the admission of the applicant.

IV. Scholarship Requirements.

1. Certification. The privilege of certification is extended to public and private schools and academies in the Commonwealth of Massachusetts. We accept the certificating grade regularly established by the individual school for college entrance. Units of certification will be determined on the same basis as units of credit, subject to the restrictions specified herein.

The Department of Education reserves the right to withdraw the privilege of certification from any institution when its students fail to measure up to the standards required by the Department. The responsibility of the high school will continue through the freshman year in the college.

Applicants fully certified in 12 units of work (7 "Prescribed," 5 "Limited Electives,") and submitting passing grades for 3 additional units ("Free Electives,") are qualified for admission. (In the commercial department the distribution is 6 "Prescribed," 6 "Limited Electives," and 3 "Free Electives.")

Prescribed 7 units

English	3 units
American History and Civics	1 unit
Algebra	1 unit*
Geometry	1 unit*
Science	1 unit

In the case of subjects which continue for two years, the grade for the last year must be a certificating grade in order that both units may be accepted for certification; if the subjects continue for three or four years, the grade for one other year as well as the grade for the last year must be a certificating grade in order that 3 or 4 units may be accepted for certification.

Applicants whose grades place them scholastically in the upper quarter of their graduating class are qualified for admission provided they have successfully completed fifteen units and have received passing grades in the units listed as "Prescribed." In the "Limited Electives" group, such applicants may exceed the maximum number of units in any field.

Units (exclusive of "Free Electives") must be so distributed that the number offered in any field, including the "Prescribed" units, shall not be more than the following: English, 3 units; social studies, 4 units; science, 3 units; foreign language, 5 units (no credit accepted for less than 2 units in any one language); mathematics, 3 units; commercial subjects, 2 units (for admission to commercial department, 3 units); fine and practical arts, 2 units.

Following is the list of subjects acceptable for admission under the restrictions detailed above:

* One unit in any branch of mathematics included below in the list of subjects acceptable for admission satisfies the mathematics requirement for the commercial department.

	Max. No. Units in Each Field
English	
English Literature and Composition (not less than 3 units accepted)	3
Social Studies	
American History and Civics Community Civics History to about 1700 European History since 1700 Economics Problems of Democracy Ancient History English History Medieval and Modern History World Geography World History	4
Science	
General Science Biology, Botany or Zoology Chemistry Physics Physical Geography Physiology and Hygiene Astronomy Geology	3
Foreign Language	
Latin French Spanish German Italian	5
Mathematics	
Algebra Arithmetic Geometry College Review Mathematics Trigonometry Solid Geometry	3
Commercial Subjects	
Stenography (including Typewriting) Bookkeeping Commercial Geography Commercial Law	2*
Fine and Practical Arts	
Home Economics Manual Training Art Music	2

* Three units may be accepted for admission to the commercial department.

2. *Aptitude Tests.* Applicants who are not eligible for admission by certification, as explained in "IV, 1," but who possess a diploma from a recognized high school, or its equivalent, are eligible for admission if they successfully complete scholastic aptitude tests prescribed by the Department of Education. Such applicants are personally interviewed at the college with a view to determining their fitness for the teaching profession.

V. Waiting Lists. If the number of candidates who have applied by March 24 is in excess of the number which facilities can accommodate, the scholastic records and the ratings of the personal characteristics of all applicants are evaluated in accordance with the method stated below. Certified candidates including those who are eligible for admission because of upper quarter standing are admitted first and in that order according to their total scores. Candidates who have qualified for admission through the tests are then accepted in the order determined by their scholastic and personality records, test scores, and interviews. Waiting lists established after the April tests remain in force until after the September tests when new waiting lists are established. Vacancies occurring between the April and September tests are filled from the April lists.

Scholarship will be allowed a maximum of 75 points for 15 units of work. Personality will be allowed a maximum of 25 points. As a basis of computing the total score from the scholarship record as submitted by the high school principal, a mark of "A" will be given 5 points; "B," 4 points; "C," 3 points; "D," 2 points. As a basis of computing the personality record, which includes ten characteristics, a mark of "Excellent" will be allowed 2½ points; "Good," 2 points; "Fair," 1½ points; "Poor," 1 point.

VI. Place and Time of Tests. Scholastic aptitude tests may be taken on specified dates in April and September at any state teachers college including the Massachusetts School of Art. Applicants who wish to take the tests at another institution should so notify the president of the State Teachers College at Salem.

VII. Admission of Advanced Students. Applicants who have attended or graduated from normal schools or other colleges may be admitted as regular or advanced students, under conditions approved by the Department.

REQUIREMENTS FOR PROMOTION AND GRADUATION

1. A system of quality points is in force in all the state teachers colleges. Grades are given the following values: A equals 4 to 4.9; B equals 3 to 3.9; C equals 2 to 2.9; D equals 1 to 1.9; E equals zero.

2. The number of quality points which a student receives in a course is determined by multiplying the total number of semester hours in the course by the corresponding number of quality points, e.g., a six-semester-hour course with a rating of "4" has a value of 24 quality points. The average is computed by dividing the total number of quality points by the total number of semester hours.

3. The average of the grades required for promotion or graduation is 2. Thus, the work of the first year in the elementary or junior high department carries 34 semester hours of credit. A student's grades, interpreted in points, must total 68 in order to produce the average of 2. Students with an average of less than 2 must withdraw from college unless permission to repeat the work of the entire year is given by the director on the recommendation of the president for such reasons as illness, home difficulties, etc.

4. Incomplete grades for the first semester must be made up within eight weeks after the termination of the course; incomplete grades for the second semester must be made up within eight weeks after the opening of college. (No course may be marked "incomplete" unless 80% of the work has been done at the time of discontinuance.)

5. The determination of quality points is made at the end of each college year, and, except when the year's work is repeated, the number of points is not affected by grades in courses subsequently taken and passed.

6. "E" grades can never be removed, but the subjects in which they have been received must be repeated and passed, or in the case of electives, other approved courses must be taken and passed before September 1 of the senior year. This must be done in approved summer sessions, or, when possible, during the regular college year. Continuing subjects in which "E" grades have been received must be successfully repeated before the student may take advanced work.

7. The grade for a repeated course is recorded in the college files as, "Repeated and passed at ..... with a grade of ....."
(College)

LENGTH OF COURSES AND DEGREES

The State Teachers College at Salem has four departments designed for students preparing to teach, respectively, in elementary schools, in junior high schools, in commercial departments of senior and junior high schools, and in classes for mentally retarded children. The last named department is temporarily inactive.

All courses offered are four years in length and lead to the degree of bachelor of science in education.

Graduate courses leading to the degree of master of education are offered at the state teachers colleges at Bridgewater, Fitchburg, Hyannis, and North Adams.

EXPENSES

The following summary indicates as nearly as possible the regular expenses for which each student must plan in an annual budget:

I. Fees for Residents of Massachusetts

A. $75.00 a year* — Full-time students

B. $2.50 a semester hour — Courses for part-time students

C. $7.00 a semester hour — Extension courses

II. Fees for Non-Residents of Massachusetts

A. $300.00 a year* — Full-time students

B. $8.00 a semester hour — Extension courses

III. Textbooks and Supplies. Students are expected to meet the cost of all necessary textbooks and supplies — not over $50.00 a year.

* Payable in two installments — prior to the opening of each semester.

CURRICULUM

Elementary Department

Four-Year Course

Designed for students preparing to teach in the first six grades of the elementary schools. Leads to the degree of bachelor of science in education.

Name and Number of Course	*No. Weeks*	*Periods per Week*	*Semester Hours*
First Year			
Art 101 (Introduction to Art)	16	3	2
English 101 (Composition and Literature)	32	3	6
History 101 (World History)	32	3	6
Mathematics 104 (Introduction to Mathematics)	16	3	3
Music 101 (Nature and Significance of Music)	16	3	2
Physical Education 101 (Women) / 101A (Men) (Activities)	32	2	1
Psychology 101 (General Psychology)	16	3	3
Science 101 (Biological Science)	32	3	4
Speech 101 (Fundamentals of Good Speech)	32	1	1
Electives: Select six semester hours.			
English 103 (Creative Writing)	32	3	6
French 101 (Grammar, Composition, and Translation)	32	3	6
Geography 102 (Global Geography)	32	3	6
Mathematics 102 (College Algebra)	32	3	6
Total Semester Hours			34
Second Year			
Education 202 (Fundamentals of Good Handwriting) (Beginning 1950-1951)	32	1	1
Education 203 (Child Psychology)	16	3	3
English 201 (Survey of English and American Literature)	32	3	6
Geography 201 (Principles of Geography)	16	3	3
Geography 202 (Geography of North America)	16	3	3
History 201 (Advanced United States History)	16	3	3
History 202 (United States Constitutional Government)	16	3	3
Physical Education 201 (Women) / 201A (Men) (Activities)	32	2	1
Science 201 (Physical Science)	32	2	4
Speech 202 (Parliamentary Law)	32	1	1

Name and Number of Course	*No. Weeks*	*Periods per Week*	*Semester Hours*
Electives: Select six semester hours.			
Art 201 (Creative Art Activities)	32	3	6
English 202 (World Classics)	32	3	6
French 201 (Composition, Reading, and Conversation)	32	3	6
Latin 201 (Grammar, Composition, and Translation)	32	3	6
Mathematics 203 (College Algebra) (1949-1950)	32	3	6
Mathematics 204 (Trigonometry and Analytic Geometry) (Beginning 1950-1951)	32	3	6
Music 201 (Human Values in Music)	32	3	6
Science 202 (Nature Study)	32	3	6
Total Semester Hours			33

Third Year

Economics 302 (Principles of Economics)	16	2	2
Education 302 (Practice Teaching)	8	full time	6
Education 303 (School Organization and Management)	8	4	2
Education 304 (Arithmetic in the Elementary School) (Beginning 1951-1952, 2 sem. hrs.)	24	2	3
Education 305 (Blackboard Writing and Handwriting Methods)	16	1	1
Education 316 (General Teaching Methods)	16	3	3
Education 319 (Tests and Measurements)	8	4	2
Education 321 (Health Education)	16	1	1
Education 322 (Reading Methods)	8	4	2
Education 323 (Language Arts in the Elementary School)	8	4	2
Education 325 (Home Economics)	16	2	1
Education 326 (Children's Literature)	8	4	2
Education 329 (Women) 329A (Men) (Theory of Physical Education. Activities)	24	2	1
Speech 302 (Speech Construction and Delivery)	16	2	1
Electives: Select six semester hours.			
English 304 (Contemporary Literature)	24	4	6
French 301 (Written and Oral Expression)	24	4	6
Geography 308 (Geography of Eurasia)	24	4	6
History 301 (International Affairs)	24	4	6
Latin 301 (History and Literature)	24	4	6
Mathematics 301 (Trigonometry and Analytic Geometry) (1949-1951)	24	4	6

Elementary Department — Continued

Name and Number of Course	*No. Weeks*	*Periods per Week*	*Semester Hours*
Mathematics 302 (Calculus) (Beginning 1951-1952)	24	4	6
Science 305 (Problems in Physical Science)	24	4	6
Total Semester Hours			35

Fourth Year

Education 401 (History and Philosophy of Education)	16	2	2
Education 402 (Practice Teaching)	8	full time	6
Education 404 (Art in the Elementary School)	8	4	2
Education 407 (Music in the Elementary School) (Beginning 1950-1951)	8	4	2
Education 441 (School Organization and Management) (1949-1950)	8	4	2
Education 448 (Methods of Teaching Science)	8	4	2
Education 450 (Educational Psychology) (Beginning 1950-1951)	8	4	2
Education 451 (Principles of Guidance) (Beginning 1951-1952)	16	2	2
Education 452 (Methods of Teaching Social Studies)	16	2	2
Education 453 (Children's Literature) (1949-1950)	8	4	2
Education 455 (Manual Arts)	16	2	1
Education 456 (Women) / 456A (Men) (Procedures in Physical Education. Activities)	24	2	1
Geography 402 (Economic Geography)	16	3	3
Sociology 401 (Principles and Problems of Sociology)	16	3	3
Speech 401 (Dramatics, Debating, and Platform Oratory)	16	2	1
Electives: Select six semester hours.			
Art 401 (Art Appreciation)	24	2	3
Economics 402 (Problems of Economics)	24	4	6
English 401 (Shakespeare)	24	4	6
French 401 (Contemporary French Theater and Novel)	24	4	6
Geography 404 (Geography of the Southern Continents)	24	4	6
Latin 401 (Horace and Pliny)	24	4	6
Music 401 (Survey of Music)	24	2	3
Science 401 (Economic Biology)	24	4	6
Total Semester Hours			33

CURRICULUM

Junior High School Department

FOUR-YEAR COURSE

Designed for students preparing to teach in grades 7 and 8 and in junior high schools. Leads to the degree of bachelor of science in education.

Name and Number of Course	*No. Weeks*	*Periods per Week*	*Semester Hours*
First Year			
Art 101 (Introduction to Art)	16	3	2
English 101 (Composition and Literature)	32	3	6
History 101 (World History)	32	3	6
Mathematics 104 (Introduction to Mathematics)	16	3	3
Music 101 (Nature and Significance of Music)	16	3	2
Physical Education 101 (Women) 101A (Men) (Activities)	32	2	1
Psychology 101 (General Psychology)	16	3	3
Science 101 (Biological Science)	32	3	4
Speech 101 (Fundamentals of Good Speech)	32	1	1
Electives: Select six semester hours.			
English 103 (Creative Writing)	32	3	6
French 101 (Grammar, Composition, and Translation)	32	3	6
Geography 102 (Global Geography)	32	3	6
Mathematics 102 (College Algebra)	32	3	6
Total Semester Hours			34
Second Year			
Education 202 (Fundamentals of Good Handwriting) (Beginning 1950-1951)	32	1	1
Education 203 (Child Psychology)	16	3	3
English 201 (Survey of English and American Literature)	32	3	6
Geography 201 (Principles of Geography)	16	3	3
Geography 202 (Geography of North America)	16	3	3
History 201 (Advanced United States History)	16	3	3
History 202 (United States Constitutional Government)	16	3	3
Physical Education 201 (Women) 201A (Men) (Activities)	32	2	1
Science 201 (Physical Science)	32	2	4
Speech 202 (Parliamentary Law)	32	1	1

CURRICULUM

Junior High School Department—Continued

Name and Number of Course	*No. Weeks*	*Periods per Week*	*Semester Hours*
Electives: Select six semester hours.			
Art 201 (Creative Art Activities)	32	3	6
English 202 (World Classics)	32	3	6
French 201 (Composition, Reading, and Conversation)	32	3	6
Latin 201 (Grammar, Composition, and Translation)	32	3	6
Mathematics 203 (College Algebra) (1949-1950)	32	3	6
Mathematics 204 (Trigonometry and Analytic Geometry) (Beginning 1950-1951)	32	3	6
Music 201 (Human Values in Music)	32	3	6
Science 202 (Nature Study)	32	3	6
Total Semester Hours			33

Third Year

Economics 302 (Principles of Economics)	16	2	2
Education 302 (Practice Teaching)	8	full time	6
Education 303 (School Organization and Management)	8	4	2
Education 305 (Blackboard Writing and Handwriting Methods)	16	1	1
Education 311 (Mathematics in the Junior High School) (Beginning 1951-1952, 2 sem. hrs.)	24	2	3
Education 316 (General Teaching Methods)	16	3	3
Education 319 (Tests and Measurements)	16	2	2
Education 321 (Health Education)	16	1	1
Education 322 (Reading Methods)	8	4	2
Education 325 (Home Economics)	16	2	1
Education 327 (Language Arts in the Junior High School)	8	4	2
Education 328 (Junior High School Literature)	8	4	2
Education 329 (Women) 329A (Men) (Theory of Physical Education. Activities)	24	2	1
Speech 302 (Speech Construction and Delivery)	16	2	1
Electives: Select six semester hours.			
English 304 (Contemporary Literature)	24	4	6
French 301 (Written and Oral Expression)	24	4	6
Geography 308 (Geography of Eurasia)	24	4	6
History 301 (International Affairs)	24	4	6

Latin 301 (History and Literature)	24	4	6
Mathematics 301 (Trigonometry and Analytic Geometry) (1949-1951)	24	4	6
Mathematics 302 (Calculus) (Beginning 1951-1952)	24	4	6
Science 305 (Problems in Physical Science)	24	4	6
Total Semester Hours			35

Fourth Year

Education 401 (History and Philosophy of Education)	16	2	2
Education 402 (Practice Teaching)	8	full time	6
Education 418 (Music in the Junior High School)	16	2	2
Education 441 (School Organization and Management) (1949-1950)	8	4	2
Education 442 (Art in the Junior High School)	16	2	2
Education 447 (Tests and Measurements) (1949-1950)	8	4	2
Education 448 (Methods of Teaching Science)	8	4	2
Education 450 (Educational Psychology) (Beginning 1950-1951)	8	4	2
Education 451 (Principles of Guidance) (Beginning 1951-1952)	16	2	2
Education 452 (Methods of Teaching Social Studies)	16	2	2
Education 455 (Manual Arts)	16	2	1
Education 456 (Women) 456A (Men) (Procedures in Physical Education. Activities)	24	2	1
Geography 402 (Economic Geography)	16	3	3
Sociology 401 (Principles and Problems of Sociology)	16	3	3
Speech 401 (Dramatics, Debating, and Platform Oratory)	16	2	1
Electives: Select six semester hours.			
Art 401 (Art Appreciation)	24	2	3
Economics 402 (Problems of Economics)	24	4	6
English 401 (Shakespeare)	24	4	6
French 401 (Contemporary French Theater and Novel)	24	4	6
Geography 404 (Geography of the Southern Continents)	24	4	6
Latin 401 (Horace and Pliny)	24	4	6
Music 401 (Survey of Music)	24	2	3
Science 401 (Economic Biology)	24	4	6
Total Semester Hours			35

CURRICULUM

Commercial Department

FOUR-YEAR COURSE

Designed for students preparing to teach commercial subjects. Leads to the degree of bachelor of science in education.

Name and Number of Course	*No. Weeks*	*Periods per Week*	*Semester Hours*
First Year			
Accounting 101 (Introductory Course)	32	3	6
Education 101 (Fundamentals of Good Handwriting)	32	1	1
English 101 (Composition and Literature)	32	3	6
History 101 (World History)	32	2	4
Physical Education 101 (Women) / 101A (Men) (Activities)	32	2	1
Psychology 101 (General Psychology)	16	3	3
Science 102 (General Science)	32	2	4
Shorthand 101 (Gregg Shorthand Principles)	16	4	4
Speech 101 (Fundamentals of Good Speech)	32	1	1
Typewriting 101 (Foundation Course for Beginners)	32	4	4
Total Semester Hours			34
Second Year			
Accounting 201 (Intermediate and Advanced Course)	32	3	6
Business 201 (Business Organization)	16	2	2
Business 202 (Business Mathematics)	16	2	2
English 201 (Survey of English and American Literature)	32	2	4
History 201 (Advanced United States History)	16	2	2
History 202 (United States Constitutional Government)	16	2	2
Logic 201 (Principles of Minor Logic)	16	3	3
Office Training 201 (Filing and Office Machines)	16	3	2
Physical Education 201 (Women) / 201A (Men) (Activities)	32	2	1
Shorthand 201 (Principles, Dictation, and Transcription)	32	3	6
Speech 202 (Parliamentary Law)	32	1	1
Typewriting 201 (Typewriting Projects)	32	3	3
Total Semester Hours			34

Third Year

Business 301 (Business Law)	32	3	6
Business 303 (Business Mathematics) (1949-1950)	16	2	2
Education 301 (Educational Psychology)	16	2	2
Education 305 (Blackboard Writing and Handwriting Methods)	32	1	2
Education 308 (Women) 308A (Men) (Physical Education)	32	2	1
Education 314 (Teaching Business Courses) (Beginning 1950-1951)	16	2	2
Education 315 (Principles of Secondary Education)	16	2	2
Geography 304 (Economic Geography) (1949-1950)	32	3	6
Geography 306 (Elements of Geography) (Beginning 1950-1951)	16	3	3
Geography 307 (Economic Geography) (Beginning 1950-1951)	16	3	3
Office Training 301 (Advanced Office Practice)	16	4	2
Shorthand 301 (Secretarial Technique)	16	4	3
Sociology 301 (Principles and Problems of Sociology)	16	3	3
Speech 302 (Speech Construction and Delivery)	32	1	1
Electives: Select four semester hours, either A or B.			
(A) Business 305 (Consumer Education)	16	2	2
Business 306 (Distributive Education)	16	2	2
(B) Business 307 (General Business Training)	16	2	2
Education 324 (Guidance in Commercial Education)	16	2	2
Total Semester Hours			34

Fourth Year

Accounting 401 (A Course of Problems) (Beginning 1951-1952)	16	2	2
Business 401 (Business Organization) (1949-1951)	16	2	2
Economics 401 (Principles and Problems of Economics)	24	2	3
Education 401 (History and Philosophy of Education)	16	2	2
Education 402 (Practice Teaching)	8	full time	6
Education 423 (Measurements in Education)	24	2	3
Education 425 (Methods of Teaching Bookkeeping)	16	2	2
Education 427 (Advanced Course in Lettering and Engrossing)	24	1	1½
Education 439 (Methods of Teaching in Secondary Schools)	16	2	2
Education 446 (Professional Ethics)	24	1	1½

CURRICULUM

Commercial Department — Continued

Name and Number of Course	*No. Weeks*	*Periods per Week*	*Semester Hours*
Education 454 (Principles of Business Education)	8	4	2
Education 456 (Women) 456A (Men) (Procedures in Physical Education. Activities)	24	2	1
English 402 (Contemporary Literature)	24	2	3
Speech 401 (Dramatics, Debating, and Platform Oratory)	16	2	1
Electives: Select four semester hours, either A, B, or C.			
(A) Accounting 401 (A Course of Problems)	16	2	2
Accounting 402 (Auditing)	8	4	2
(B) Education 426 (Teaching Geography in the Senior High School)	16	2	2
Education 445 (Audio-Visual Aids to Teaching)	8	4	2
(C) Education 428 (Methods of Teaching Gregg Shorthand)	16	2	2
Education 429 (Methods of Teaching Typewriting)	8	4	2
Total Semester Hours			34

STUDENTS IN OFFICE MACHINE PRACTICE

DESCRIPTION OF COURSES

ACCOUNTING

Accounting 101 Mr. Hardy 6 sem. hrs.
Introductory Course Miss Keily

A study of the fundamentals of bookkeeping, including the preparation of balance sheets, income statements, ledger accounts, journals, trial balances, working sheets, adjusting and closing entries, and post-closing trial balances. A survey of all principles is provided in a practice set which covers the transactions of a particular business over a two-month period. The methods employed in making business papers and elements of the businessman's bank account are also studied. The entire bookkeeping cycle is then reviewed and consideraiton is given to special journals, special columns in journals, classifying accounts, depreciation, reserve accounts, accrued items, discounts, and correcting entries.

Accounting 201 Mr. Hardy 6 sem. hrs.
Intermediate and Advanced Course Miss Keily

A continued study of principles, including control accounts, adjustments, partnerships, the voucher system, corporations, and manufacturing accounts.

Accounting 401 Mr. Hardy 2 sem. hrs.
A Course of Problems *Elective*

Advanced problems, including sets, based on various business associations and their relation to one another. A portion of the course is devoted to the study of teacher examinations in the subject given at different times in various communities.

Accounting 402 Mr. Hardy 2 sem. hrs.
Auditing *Elective*

The aim is to acquaint the student with the nature of auditing, auditing procedures, kinds of audits, and internal check.

ART

Art 101 Miss Beers 2 sem. hrs.
Introduction to Art

A survey course designed to arouse interest in the field of art; to train the powers of observation; to develop an understanding and appreciation of the essential art principles of line, form, color, and texture; to acquaint the student with many art media; to stimulate and develop creative expression through art activities. Practical problems followed by discussion and constructive criticism lead to ability to use art as a means of expression, develop a working vocabulary of terms in use in the field, and help to establish standards of judgment and good taste.

Art 201 Miss Beers 6 sem. hrs.
Creative Art Activities *Elective*

Studio work in creative self-expression. A wide variety of media is employed, such as paper, chalk, crayon, water color, ink, dye, poster paint, clay, wood, cloth, finger paint, block printing, etc. Opportunity is given for group work on large murals, scenery, and illustrations. Art activities are based upon ideas developed in social studies, literature, music and other subjects. Extensive work is carried on in design and color. Decorations are planned for pageants, festivals, assemblies, parties, luncheons, and other special occasions. Arranging exhibitions is part of the regular training.

Art 401 Miss Beers 3 sem. hrs.
Art Appreciation *Elective*

Development of appreciation of art comes through an understanding of principles applied to many phases of the subject. A study is made of art in the home, in the community, in advertising, and in commerce. In a general survey of painting, sculpture, and architecture, emphasis is placed on these phases in the life of today. Appreciation of materials, such as wood, metal, plastics, textiles, glass, clay, and their uses is stressed. Photography as an art is studied, also many types of etchings, engravings, lithographs, monoprints, and multiple-color prints. Field trips are made to galleries and other exhibitions.

BUSINESS

Business 201 Mr. Hardy 2 sem. hrs.
Business Organization

The aim of this course is to give the student an understanding of business, its relation to our everyday lives, its procedures, some of its problems, and some of its major units. Much time is devoted to readings in current literature. Some attention is given to money and banking.

Business 202 Mr. Hardy 2 sem. hrs.
Business Mathematics

A review of fundamental operations, common fractions and billing, decimal fractions and percentage, interest, bank discount, mathematics of insurance, stocks and bonds, trade and cash discount, profit and loss, partial payments, installment buying, consignment sales, distribution of overhead and partnership profits, governmental budgets, pay roll and cash make-up, and individual income taxes.

Business 301 Mr. Rockett 6 sem. hrs.
Business Law

The unit subjects of contracts, sales, bailments, agency, partnership, negotiable instruments, real estate, landlord and tenant; incidental treatment of the history and development of our present day law and judicial procedures.

Business 303 Mr. Jeffery 2 sem. hrs.
Business Mathematics

For description, see Business 202.

Business 305 Mr. Jeffery 2 sem. hrs.
Consumer Education *Elective*

The customer point of view is emphasized as the student examines such sources of merchandise information as advertising, labels, testing laboratories, grades and specifications, and the aid offered by the federal and state governments and private organizations. A special study of one type of merchandise from the consumer viewpoint is included.

Business 306 Miss Keily 2 sem. hrs.
Distributive Education *Elective*

An analysis of the fundamentals of retail selling from the point of view of the merchant and salesperson. Sales demonstrations are held in class. Stores are visited and their sales techniques observed and reported. Students are encouraged to contribute experiences gained during employment as salespeople.

Business 307 Mr. Jeffery 2 sem. hrs.
General Business Training *Elective*

Development of commercial education in the intermediate or junior high school; the place of general business training in the core curriculum; a professionalized subject-matter course for students in junior business training and

related social-business subject matter areas; personalized business education programs as contrasted with vocational business education programs; organization and content of courses in background business education.

Business 401 Mr. Jeffery 2 sem. hrs.
Business Organization
For description, see Business 201.

ECONOMICS

Economics 302 Miss Cruttenden 2 sem. hrs.
Principles of Economics

The objective is to acquire basic economic facts and to apply them to present day conditions as revealed in current news. A foundation is laid for the more comprehensive elective course in problems of economics. Class discussions and brief research papers form an integral part of the course.

Economics 401 Miss Cruttenden 3 sem. hrs.
Principles and Problems of Economics

An analysis of the underlying principles of the capitalistic system in relation to production, distribution, and consumption. Newspapers are used for illustrative material. Round-table discussions and research papers are required.

Economics 402 Miss Cruttenden 6 sem. hrs.
Problems of Economics *Elective*

The purposes are to develop an appreciation of the value of the study of economics, to adjust the individual to our complex economic society, and to provide an understanding of the most widely used economic systems. Studies are made in the field of business, labor, agriculture, credit, and international trade.

EDUCATION

Education 101 Mr. Harrigan 1 sem. hr.
Fundamentals of Good Handwriting

A course designed to improve and develop personal writing ability through self-analysis and directed practice. Standard letter forms, both cursive and manuscript, are studied, and the recognized essentials of good handwriting are stressed.

Education 202 Mr. Harrigan 1 sem. hr.
Fundamentals of Good Handwriting
For description, see Education 101.

Education 203 Mr. Hennessey 3 sem. hrs.
Child Psychology Miss Driscoll

This course aims to acquaint students with the growth of the child, physically, mentally, emotionally, and socially, from infancy through adolescence. The writing of anecdotal reports of individual children will grow out of observations in the training school and elsewhere. A visit to a nursery school is arranged.

Education 301 Mr. Hennessey 2 sem. hrs.
Educational Psychology

The treatment stresses the application of principles of psychology to problems of teaching, individual adjustment, and guidance. Among the topics considered are the following: principles of learning, motivation, attention and interest, efficiency of learning, transfer of training, study of individual differences, growth and measurement of intelligence, mental health, behavior problems, and personality adjustments.

Education 302 6 sem. hrs.
Practice Teaching

For description, see Education 402, Elementary and Junior High School Course.

Education 303 Mr. Moody 2 sem. hrs.
School Organization and Management

A course given in conjunction with practice teaching. It considers school records, schoolroom materials and equipment, promotion, and report cards, school programs, audio-visual aids, guidance, school laws, and the interrelationships among pupils, teachers, supervisors, and parents.

Education 304 Miss Stone 3 sem. hrs.
Arithmetic in the Elementary School

Selection, grade placement, organization of subject matter, and teaching procedures provide a background for the preparation of units of work for the first six grades.

Education 305 Mr. Harrigan 1 sem. hr.
Blackboard Writing and Handwriting Methods 2 sem. hrs. (Com'l)

The ability to write good blackboard copy is a very tangible teaching asset. The course seeks to develop this ability through actual supervised practice on the blackboard. A study is made of the types of copy used in the various grades, and emphasis is placed on arranging work, and writing in a straight line. Methods of teaching handwriting, conducting remedial work, and correlation are also included.

Education 308 Mrs. King 1 sem. hr.
Physical Education

A continuation of the work of the sophomore year together with a study of the program of physical education in the elementary, junior high, and senior high schools. Stress is placed on leadership, and opportunity to coach and teach games is afforded.

Education 308A Mr. Lowrey 1 sem. hr.
Physical Education

Methods of instruction and participation in a variety of activities and games; advanced corrective exercises; further direction in the field of leadership.

Education 311 Miss Stone 3 sem. hrs.
Mathematics in the Junior High School

The place of arithmetic, algebra, and geometry. Selection of content and teaching procedures are supplemented by an acquaintance with research in this field.

Education 314 Mr. Jeffery 2 sem. hrs.
Teaching Business Courses

An introductory course in the teaching of junior business training and incidental business mathematics and record keeping. A survey of the aims and content of the junior business training course, and practice in the planning and presentation of daily lessons. Students are introduced to current literature in the commercial teaching field. Methods of providing for individual differences through the use of unit organization of subject matter are taught, and each student is guided in the building of a unit in junior business training.

Education 315 Mr. Jeffery 2 sem. hrs.
Principles of Secondary Education

The evolution of secondary education in the United States; its essential purposes; measuring its achievement; forms of organization and types of programs; characteristics of successful secondary school teachers.

Education 316 Mr. Moody 3 sem. hrs.
General Teaching Methods Mr. Rikkola

This course precedes practice teaching. Its purpose is to prepare the student for his first experiences in teaching. It includes social objectives in education; development of our school system; the teacher as a social being; principles of study; use and selection of textbooks; selection and organization of subject matter under the unitary approach; lesson types; questioning; and lesson planning.

Education 319 Mr. Hennessey 2 sem. hrs.
Tests and Measurements

A survey course in tests and measurements given from the standpoint of the needs of the classroom teacher. Emphasis is laid on the place of testing in diagnosis, guidance, and evaluation of progress of individuals and classes. Topics considered: scope of measurement; selection of tests; relation of standard tests to teachers' tests; study of simple statistics and graphs as a means of interpreting test scores.

Education 321 Mr. Lowrey 1 sem. hr.
Health Education Miss Wallace

A study of school health education comprising materials, activities, and teaching procedures. Emphasis is placed upon the teacher's part in the health guidance of the school child.

Education 322 Miss Driscoll 2 sem. hrs.
Reading Methods

The objective is to acquaint students with established procedures in the teaching of reading. The following topics are considered: prereading programs; tests for determining reading readiness; basic attitudes, habits, and skills; common causes of reading difficulties; the purpose of a remedial reading program; and a survey of recognized reading systems. Lists for the selection and grade placement of children's literature are suggested. Lessons are conducted by the training school teachers to demonstrate many phases of a reading program presented in this course.

Education 323 Miss Driscoll 2 sem. hrs.
Language Arts in the Elementary School

A study of methods used in teaching oral and written expression; the grade placement of language problems; suggested materials to be used; measurement of class and pupil accomplishment. Ample opportunity is afforded to practice the art of storytelling to children.

Education 324 Miss Keily 2 sem. hrs.
Guidance in Commercial Education *Elective*

The principles and problems of educational and vocational guidance and their application in junior and senior high school courses. The needs, interests, and abilities of the pupils are explored.

Education 325 Miss Munyan 1 sem. hr.
Home Economics

An introductory course in home economics, aimed to help the student in her personal living, to provide suggestions that she can use as a classroom teacher in the promotion of worthy home membership, and to give information that will be useful to her as a future homemaker. Units touch on consumer buying of foods and clothing, a survey of modern trends in home planning, a study of what constitutes a good home, and development of understandings of basic nutritional needs and how to meet them. A limited amount of actual laboratory work is included.

Education 326 Miss Driscoll 2 sem. hrs.
Children's Literature

This course aims to present standards for selecting literature for school children, to suggest techniques for teaching it, to acquaint the student with material in the field, and to evaluate material in the light of established standards and present day trends. The student is given practice in storytelling.

Education 327 Miss Driscoll 2 sem. hrs.
Language Arts in the Junior High School

A study of the three areas in a language arts program at the junior high school level. Appropriate language abilities needed in differing social situations; power in self-expression which brings release and satisfaction; and skill in the use of correct and accurate language. The student is given opportunity to examine and evaluate the latest pertinent texts and the most modern thinking on the subject.

Education 328 Miss Driscoll 2 sem. hrs.
Junior High School Literature

Major emphasis is placed upon acquainting the student with the great wealth of literature available for the junior high school age group. Consideration is given to children's interests and preferences in fiction, nonfiction, and poetry. The place of literature in the unit procedure is stressed.

Education 329 Miss Wallace 1 sem. hr.
Theory of Physical Education. Activities

A continuation of physical activities together with a study of the program of physical education in the elementary and junior high schools. A survey is made of the theory of physical education as it applies to the teaching of activities appropriate for use in the elementary and junior high school grades.

Education 329A Mr. Lowrey 1 sem. hr.
Theory of Physical Education. Activities

A consideration of the physical education program in the first nine grades. Advanced activities embodying a proper stress on the theory of physical education.

Education 401 Mr. Rockwell 2 sem. hrs.
History and Philosophy of Education

A synthesis of the history of education and its basic principles, drawn from the ideals, institutions, and inventions of the more progressive nationalities. Folklore, folkways, and distinguishable levels of culture are examined to discover the origin and growth of group life. The various patterns of human association in their social, religious, political, and economic aspects are evaluated for their contribution to the welfare of individuals and to the general welfare. Emphasis is placed on the growth and worth of human personality.

Education 402 6 sem. hrs.
Practice Teaching
Elementary and Junior High School Course

Sixteen weeks are spent in the Horace Mann Training School, located on the campus. The work is divided so that eight weeks come during the junior, and eight during the senior year. Opportunity is thus afforded to train in two grades. The student begins by observing demonsrtation lessons given by the supervisor. Lesson plans are developed and soon the student is actually teaching. At first this consists merely of easy drill, but gradually more difficult types of work are attempted. Individual and group conferences, based on written criticisms which the students receive, are held frequently. Each student keeps a register, and makes an effort to solve classroom problems without help.

PRACTICE TEACHING

Commercial Course

All seniors in the commercial department are assigned to selected public high schools for an eight-week period of observation and cadet teaching. They are supervised continuously by the regular high school teachers and their work is periodically appraised and evaluated by members of the commercial department instructional staff.

Education 404 Miss Beers 2 sem. hrs.
Art in the Elementary School

An intensive study of the aims and purposes of art education in the elementary school. Practical problems are planned and carried out in design, color, illustration, and craft work. Original units of work are developed for different grade levels, based on the integrated subject matter of the grades. Methods of motivation, experimentation, discussion, and criticism are considered. Child art is studied with particular reference to creative composition. Emphasis is placed on the increasing art opportunities in the schools as a force functioning toward the development of the child. Problems are presented leading to a better appreciation of life situations.

Education 407 Mr. Clifford 2 sem. hrs.
Music in the Elementary School

The theory and practice of school music teaching; presentation, drill, and development of lesson plans for specific problems, and general plans for each grade level; practice teaching in the classroom and in the training school.

Education 418 Mr. Clifford 2 sem. hrs.
Music in the Junior High School

The theory and practice of school music teaching, with special attention to junior high school problems; music appreciation in regular music classes, and as a listening project; integrated units of work; practice teaching in the classroom and in the training school.

Education 423 Mr. Hennessey 3 sem. hrs.
Measurements in Education

Elementary statistical procedures; functions and forms of measuring in education; specific tests and materials; uses of testing results.

Education 425 Mr. Hardy 2 sem. hrs.
Methods of Teaching Bookkeeping

Techniques of instruction in elementary and advanced bookkeeping; background of subject; aims of instruction; place and scope of bookkeeping in the high school curriculum; suggested sequences of subject-matter presentation; use of practice sets; standard bookkeeping tests.

Education 426 Miss Ware 2 sem. hrs.
Teaching Geography in the Senior High School *Elective*

A survey of geography courses taught in high schools; a comparison of high school texts; selection of maps; use of current material; lesson planning.

Education 427 Mr. Harrigan 1½ sem. hrs.
Advanced Course in Lettering and Engrossing

A course in effective pen lettering suitable for use in diploma filling, making of resolutions, honor rolls, etc. Practice is given in various styles of text lettering and engrosser's script.

Education 428 Miss Edwards 2 sem. hrs.
Methods of Teaching Gregg Shorthand *Elective*

Designed to train students in the use of the two most commonly accepted methods of teaching Gregg shorthand; to acquaint them with proper textbooks, readers, sources of dictation material, and prognostic and diagnostic tests; to help them analyze the results of their teaching and apply the indicated remedies.

Education 429 Miss Witham 2 sem. hrs.
Methods of Teaching Typewriting *Elective*

Fundamentals of skill learning as applied to typewriting and techniques for directing the study of the subject; diagnosis of common errors; remedial teaching drills; testing; grading; selection of textbooks; and correlation of transcription in the typewriting class.

Education 439 Mr. Jeffery 2 sem. hrs.
Methods of Teaching in Secondary Schools

Objectives of secondary education; kinds of learning involved; selection of subject matter and teaching materials; types of planning for and directing learning; testing; classroom activities; supervision.

Education 441 Mr. Moody 2 sem. hrs.
School Organization and Management

For description, see Education 303.

Education 442 Miss Beers 2 sem. hrs.
Art in the Junior High School

Emphasis is placed on creative art in all phases of its application. Art education is developed in integrated units although the general curriculum is departmentalized. Vocational interests are regarded. The work consists of problems in design applied to costume, textiles, block printing, finger painting, plastics, wood carving, leather and metals, painting of murals and other illustrations, lettering of cards and posters, figure drawing, cartooning, out-of-door sketching, etc.

Education 445 Mr. Collins 2 sem. hrs.
Audio-Visual Aids to Teaching *Elective*

An overview of the auditory and visual media available to the modern teacher for the enrichment of classroom instruction. Radio, transcriptions, moving pictures, and lantern slides are applied to lesson development. Opportunity is afforded for the operation of projectors, the making of slides and charts, and the compilation of data on audio-visual materials.

Education 446 Mrs. King 1½ sem. hrs.
Professional Ethics Mr. Lowrey

An attempt is made to analyze the character and personality of the ideal college student. The need for careful self-analysis is demonstrated, and emphasis is placed on such significant factors as good thinking habits, leadership, and social adaptability. The importance of correct professional attitudes and conduct is stressed.

Education 447 Mr. Hennessey 2 sem. hrs.
Tests and Measurements

For description, see Education 319.

Education 448 Mr. Collins 2 sem. hrs.
Methods of Teaching Science Mr. Sullivan

This course considers such salient problems as valid objectives at all grade levels; techniques of lesson planning and classroom development; texts and integrated courses of study. Students are given opportunities to plan presentations and carry out demonstrations before groups, using suitable apparatus; to study sources of supplementary materials; to become acquainted with the principal audio-visual media for the enrichment of instruction now available to the modern teacher. An attempt is made to inculcate the proper philosophy and perspective with regard to the integrated science program now operative in many school systems.

Education 450 Mr. Moody 2 sem. hrs.
Educational Psychology

For description, see Education 301.

Education 451 Mrs. King 2 sem. hrs.
Principles of Guidance

The student is encouraged to develop such traits of character and personality as will lead to social and professional success. Studies are made of the techniques by which this information is imparted, so that the prospective teacher may be adequately equipped for the educational, social, and vocational guidance of future pupils.

Education 452 Miss McGlynn 2 sem. hrs.
Methods of Teaching Social Studies Miss Ware

This course is based upon the development of major units of work. Emphasis is placed upon the particular activities suitable for the teaching of social studies at the elementary and junior high school levels, and upon the texts and materials necessary to the work.

Education 453 Miss Driscoll 2 sem. hrs.
Children's Literature

For description, see Education 326.

Education 454 Mr. Jeffery 2 sem. hrs.
Principles of Business Education

Origin, development, and present status of business education in the United States; a study of the public and private agencies offering courses in business education; an evaluation of current trends and problems; a general survey of high school business education; junior and senior high school programs; the social-business subjects; occupational training programs; the influence of research; improvement of classroom instruction; relation of teacher to administrator and supervisor; study and evaluation of textbooks, equipment, and materials.

Education 455 Mr. Amsler 1 sem. hr.
Manual Arts

A course designed to provide instruction in mechanical drawing; applied design; woodworking; modeling; metal work; wood carving; wood finishing; printing; copying devices; operation of motion-picture, still film, slide, and opaque projectors.

Education 456 Mrs. King 1 sem. hr.
Procedures in Physical Education. Activities Miss Wallace

Techniques in sports, and individual and group activities. Opportunities are provided for coaching and supervising team contests.

Education 456A Mr. Lowrey 1 sem. hr.
Procedures in Physical Education. Activities

Coaching techniques, with particular emphasis on the major sports. An attempt is made to discover and develop individual aptitudes. Leadership and team play are objectives of the course.

ENGLISH

English 101 Miss Burnham 6 sem. hrs.
Composition and Literature Miss Hall
Miss Jones

The basic aims are to teach students to write clear and correct English, and to increase their knowledge and appreciation through wide reading of various literary types.

English 103 Miss Hall 6 sem. hrs.
Creative Writing *Elective*

The aim is to promote initiative in self-expression. Students are encouraged to develop original ideas, inclinations, and preferences in working out their

writing problems. The reading of selected literature stimulates suggestions for the adoption of effective stylistic techniques and devices. Individualized conferences and constructive, helpful criticism are essential elements of the working procedure of the course.

English 201 Miss Hall 4 sem. hrs. (Com'l)
Survey of English and American Literature Miss Jones 6 sem. hrs.

A study of the literature of England and America in sequences of literary periods. Detailed analysis is made of certain types whose thought, idealism, and human interest are certain to enrich cultural and professional background. The course comprises outside reading, oral and written reports, discussions, and lectures.

English 202 Miss Burnham 6 sem. hrs.
World Classics *Elective*

Representative books written during the great periods of literary and intellectual development are read in their entirety. Emphasis is on the contributions of the Western world to our heritage.

English 304 Miss Burnham 6 sem. hrs.
Contemporary Literature *Elective*

Designed to develop appreciation and critical judgment of the main trends in biography, drama, fiction, and poetry since 1910, with the emphasis on works by American authors.

English 401 Miss Burnham 6 sem. hrs.
Shakespeare *Elective*

A study of the major chronicle plays, comedies, and tragedies, interpreted against the background of the Elizabethan Age. Shakespeare is studied as both poet and dramatist.

English 402 Miss Jones 3 sem. hrs.
Contemporary Literature

An evaluation of the trends and techniques of the novel, poetry, and drama.

FRENCH

French 101 Mr. Rockett 6 sem. hrs.
Grammar, Composition, and Translation *Elective*

A study of French grammar in conjunction with oral and written composition; reading and classroom discussion of plays and stories.

French 201 Mr. Rockett 6 sem. hrs.
Composition, Reading, and Conversation *Elective*

Advanced composition based on French texts; dictation and conversation; reading of modern and classical authors. The course is designed to give the student practice in writing and speaking the language and to enable him to read easily and absorb the contents of the texts.

French 301 Mr. Rockett 6 sem. hrs.
Written and Oral Expression *Elective*

A thorough review of French grammar with particular emphasis upon the most difficult constructions; drill in the use of idioms; translation of texts dealing with French life and customs as well as with the geography and history of France.

French 401 Mr. Rockett 6 sem. hrs.
Contemporary French Theater and Novel *Elective*

A study of prewar and postwar tendencies with particular emphasis on plays and novels; oral and written reports.

GEOGRAPHY

Geography 102 Miss Flanders 6 sem. hrs.
Global Geography *Elective*

This course offers the student an opportunity to orient himself among geographic concepts and materials. Several units are based on topics suggested by important news stories; some are concerned with observational study, such as the phenomena of moon and tides, weather elements, and seasonal changes; others are related to selected geographic regions. Throughout the course attention is directed to the interpretation of maps, pictures, graphs, and current literature, and to a wide acquaintance with geographic texts and reference books.

Geography 201 Miss Flanders 3 sem. hrs.
Principles of Geography Miss Ware

The course sets the geographic basis for advanced continental study. Primary emphasis is placed on the influence on man's life of climate types, of various land and water forms, and of locational features.

Geography 202 Miss Flanders 3 sem. hrs.
Geography of North America Miss Ware

The outstanding geographic regions of North America. An intensive study of types of occupance particularly in the United States, as shown in selected agricultural and urban areas.

Geography 304 Miss Ware 6 sem. hrs.
Economic Geography

Selected raw materials and foodstuffs are studied in their relation to production, manufacturing, and commerce. The development of modern means of transportation, as influenced by geographic factors and as related to world trade, is included in the course. Emphasis is on the United States.

Geography 306 Miss Ware 3 sem. hrs.
Elements of Geography

A study of the various environmental factors such as relief, climate, and natural resources that form the physical basis of society.

Geography 307 Miss Ware 3 sem. hrs.
Economic Geography

A study of the productive occupations and their relations to the physical factors of environment.

Geography 308 Miss Ware 6 sem. hrs.
Geography of Eurasia *Elective*

Studies are made of the contrasts physically and economically dominating this great land mass. Political divisions are examined, and emphasis is placed on relationships within the continent and with other world areas.

Geography 402 Miss Ware 3 sem. hrs.
Economic Geography

For description, see Geography 307.

Geography 404 Miss Flanders 6 sem. hrs.
Geography of the Southern Continents *Elective*

A regional study of Latin America and its relations with the United States. Outstanding regions of Africa and Australia are also considered with particular reference to various European interests.

HISTORY

History 101 Mr. Hennessey 6 sem. hrs.
World History Miss McGlynn 4 sem. hrs. (Com'l)

The purpose of this course is to present a clear, connected, and reasonably concise narrative of the history of civilization from ancient times to the present, stressing the more important social, economic, and cultural movements in connection with political and governmental developments.

History 201 Miss McGlynn 3 sem. hrs.
Advanced United States History Mr. Rockwell 2 sem. hrs. (Com'l)

The story of our country from the period of discovery to our own time, with particular stress upon contemporary social, economic, and political problems.

History 202 Miss McGlynn 3 sem. hrs.
United States Constitutional Government Mr. Rockwell 2 sem. hrs. (Com'l)

The origin of the political institutions of the United States; the federal constitution and its interpretations; the present structure and functions of the national government; the origin and content of the Massachusetts state constitution and the structure and functions of the state government; local government and institutions.

History 301 Miss Cruttenden 6 sem. hrs.
International Affairs *Elective*

A study of outstanding current happenings in the field of international relations, with special emphasis on historical background and recent developments. Such institutions as nationalism, socialism, imperialism, and internationalism are studied to the extent that they are helpful in understanding the present.

LATIN

Latin 201 Mr. Rockett 6 sem. hrs.
Grammar, Composition, and Translation *Elective*

A study of Latin grammar and vocabulary; exercises in composition; Cicero's Letters, De Senectute, and De Amicitia.

Latin 301 Mr. Rockett 6 sem. hrs.
History and Literature *Elective*

Caesar, Cicero, and Vergil are studied for their literary value and historical content. Various phases of Roman civilization are examined to provide background for teachers of the classics.

Latin 401 Mr. Rockett 6 sem. hrs.
Horace and Pliny *Elective*

Through the letters of Pliny the student becomes familiar with the life and customs of the Romans. Through the Odes of Horace he acquires an appreciation of Latin poetry. With the Odes as models, some attempt is made at the composition of lyrics.

LOGIC

Logic 201 Mr. Lowrey 3 sem. hrs.
Principles of Minor Logic

A study of the science of correct thinking; the canons and criteria of right reasoning. Specific personal and educational problems are considered and interpreted with a view to guiding the student toward a practical and intimate application of logic principles.

MATHEMATICS

Mathematics 102 Mr. Rockett 6 sem. hrs.
College Algebra *Elective*

Linear and quadratic equations, variation, sequences, mathematical induction, permutations, combinations, determinants, complex numbers, and theory of equations form the content of this course.

Mathematics 104 Miss Stone 3 sem. hrs.
Introduction to Mathematics

An effort is made to develop mature concepts of our number system, genuine understanding of the principles underlying computation procedures, greater versatility in the use of the tools of mathematics, historical background necessary for the appreciation of the contributions of arithmetic, and a working knowledge of the consumer mathematics needed for economic competence.

Mathematics 203 Miss Stone 6 sem. hrs.
College Algebra *Elective*

For description, see Mathematics 102.

Mathematics 204 Miss Stone 6 sem. hrs.
Trigonometry and Analytic Geometry *Elective*

Functions of angles; solution of right and of oblique triangles; general formulas and logarithms. The study of Cartesian co-ordinates, straight line, circle, parabola, ellipse, hyperbola, polar co-ordinates, transformation of co-ordinates, tangents, and normals.

Mathematics 301 Miss Stone 6 sem. hrs.
Trigonometry and Analytic Geometry *Elective*

For description, see Mathematics 204.

Mathematics 302 Miss Stone 6 sem. hrs.
Calculus *Elective*

This course covers the meaning of derivatives, the value and the development of formulas and their application to problems involving slopes, rates, velocities, etc.

MUSIC

Music 101 Mr. Clifford 2 sem. hrs.
Nature and Significance of Music

A study of elementary theory; music appreciation historically and as a listening project.

Music 201 Mr. Clifford 6 sem. hrs.
Human Values in Music *Elective*

An examination into the aesthetics of music and its influence on the peoples of various lands and periods. Integration of music with other subjects.

Music 401 Mr. Clifford 3 sem. hrs.
Survey of Music *Elective*

Advanced study of school music; increased familiarity with texts and materials; consideration of music curricula; program-making for school occasions.

OFFICE TRAINING

Office Training 201 Miss Edwards 2 sem. hrs.
Filing and Office Machines Mr. Hardy

A beginners' course in the operation of such office machines as duplicators, calculators, the Dictaphone, the Ediphone, etc. A portion of the time is devoted to the study and practice of various methods of filing.

Office Training 301 Miss Edwards 2 sem. hrs.
Advanced Office Practice

Further instruction and practice in the operation of office machines.

PHYSICAL EDUCATION

Physical Education 101 Mrs. King 1 sem. hr.
Activities

A foundation course embracing all important phases of physical education. Special attention is paid to individual needs, as determined by physical examinations given upon admission. Game skills, team games, physical fitness instruction, and modern dance technique are stressed. Hygiene is an integral part of the course.

Physical Education 101A Mr. Lowrey 1 sem. hr.
Activities

General gymnasium work, including corrective and remedial exercises, marching tactics, group contests, sports, and games.

Physical Education 201 Mrs. King 1 sem. hr.
Activities Miss Wallace

Emphasis is placed upon activities which are of especial benefit to the student and which have a carry-over value into adult recreational life. An effort is made to improve skills. Opportunities are provided to develop powers of leadership.

Physical Education 201A Mr. Lowrey 1 sem. hr.
Activities

An intensification of the program of the freshman year with particular stress on major sports. Attention is directed toward those qualities which characterize the successful teacher of physical education.

PSYCHOLOGY

Psychology 101 Mr. Rockwell 3 sem. hrs.
General Psychology

An approach to the understanding of individual behavior. The main objective is to explore the nature and the importance of the adjustment of the individual to his social environment. Means are sought by which human behavior may be changed to share and to contribute to the social environment. The worth of the individual is emphasized, but the happy and intelligent participation of the individual in social institutions is the real measure of his success and value as a citizen.

BASKETBALL PRACTICE

SCIENCE

Science 101 Mr. Sullivan 4 sem. hrs.
Biological Science

A systematic study of the plant and animal kingdoms together with typical examples of the important groups of each, both in the laboratory and in the field. Important biological principles are developed along with this study. In so far as time permits, consideration is also given to other aspects of biology such as the physiology and anatomy of man, embryology, heredity, and the theory of organic evolution.

Science 102 Mr. Collins 4 sem. hrs.
General Science

A course designed to fit the needs of students who have had relatively little training in science in secondary schools. Although emphasis is placed upon the applications of science to the fields of industry and commerce, the avocational values of science study are not minimized. Instruction is adequately enriched by demonstrations, the use of visual aids, and field trips. Some outside reading and reports are prescribed.

Science 201 Mr. Collins 4 sem. hrs.
Physical Science

An overview of the broad field of the physical sciences, touching those phases of chemistry, astronomy, and physics in which inhere definite cultural values. Lecture-demonstrations and audio-visual aids are liberally employed. Students are expected to supplement study of the text with outside reading and to show an alertness for current illustrative material.

Science 202 Mr. Sullivan 6 sem. hrs.
Nature Study *Elective*

Intended to provide information about and contact with trees, flowers, birds, insects, gardens and any other nature forms which would enable the student better to appreciate his environment. In addition to building up background in the subject, correct habits are established for self-study in the field.

Science 305 Mr. Collins 6 sem. hrs.
Problems in Physical Science *Elective*

This course is concerned primarily with enrichment of instruction at all grade levels in such units as light and optical instruments; constellation, planet, and star study; magnetism and electricity; sound and communication; and others, time permitting. There is opportunity to acquire confidence in the use of laboratory equipment and in setting up equipment for science experiences.

Science 401 Mr. Sullivan 6 sem. hrs.
Economic Biology *Elective*

A survey is made of the plant and animal world with emphasis on those findings of biological science which bear vitally on human existence, such as deal with food problems, with health and disease, etc. Opportunity is given for research on important aspects of biological science which are of practical value.

SHORTHAND

Shorthand 101 Miss Edwards 4 sem. hrs.
Gregg Shorthand Principles Miss Witham

A beginner's course in the principles of Gregg shorthand. Instruction is augmented by frequent reading and writing exercises.

Shorthand 201 Miss Edwards 6 sem. hrs.
Principles, Dictation, and Transcription Miss Witham

Advanced study with a view toward complete mastery of the principles of Gregg shorthand. Students achieve ability to take dictation at the rate of 80 words a minute and to transcribe notes rapidly and accurately.

Shorthand 301 Miss Edwards 3 sem. hrs.
Secretarial Technique Miss Witham

Further development of ability to take shorthand notes. A speed of 100 words a minute is required and transcription must be fast and accurate. Training is given in other secretarial duties.

SOCIOLOGY

Sociology 301 Miss Cruttenden 3 sem. hrs.
Principles and Problems of Sociology

A study of the social principles which control group life and produce the various cultures, to the end that a better understanding may be had of the interrelationships of individuals and groups. Short research papers are required.

Sociology 401 Miss Cruttenden 3 sem. hrs.
Principles and Problems of Sociology

For description, see Sociology 301.

SPEECH

Speech 101 Miss Hoff 1 sem. hr.
Fundamentals of Good Speech

An effort to develop greater efficiency in oral expression by the elimination of common speech errors and undesirable mannerisms. The real objective of speech training and the basic factors constituting correct speech are first carefully considered. The classroom then becomes a laboratory where students are given opportunity to improve their speech by corrective drills and by individual presentation before the class of various speech assignments, subject to the helpful criticism of the group. Whenever necessary, special attention is given to individual cases to bring them up to the standard of the class.

Speech 202 Mr. Rockett 1 sem. hr.
Parliamentary Law

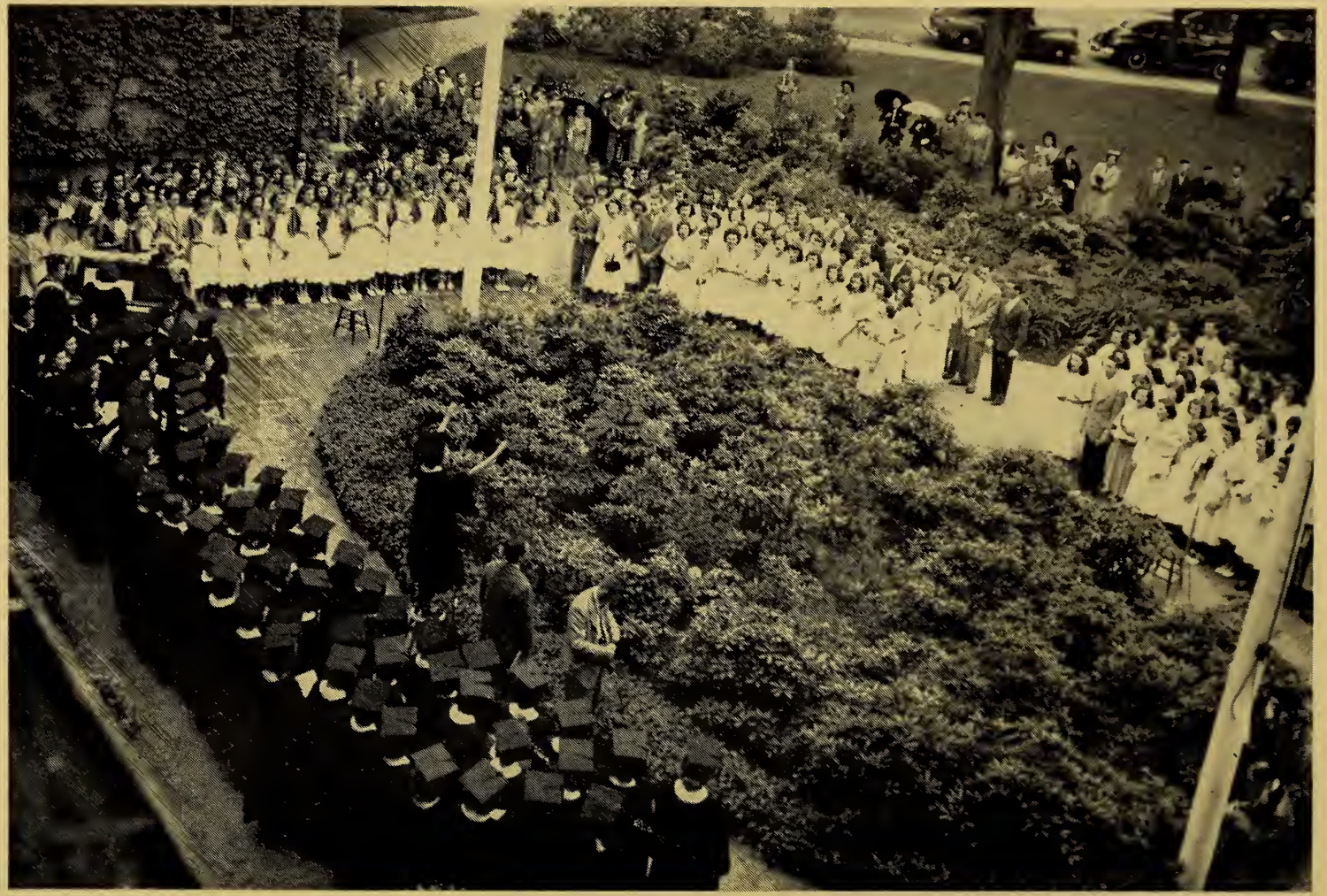
The purpose of this course is to familiarize students with the procedures of a deliberative assembly. Wisdom welcomes discipline to the extent that justice and courtesy be practiced at all times, that the opinion of the majority be recognized as the judgment of the group, and that the rights of minorities be respected.

Speech 302 Miss Hoff 1 sem. hr.
Speech Construction and Delivery

Planned to provide practical training in the preparation and delivery of various types of speeches; to give facility in the organization and presentation of classroom material; to eliminate defects in voice and posture; to apply the basic principles and techniques of dramatic reading; and to develop in the student the ability to speak and read easily, confidently, and forcefully.

Speech 401 Miss Hoff 1 sem. hr.
Dramatics, Debating, and Platform Oratory

An advanced course in dramatics comprising school programs, presentation of literary characters, and play reading; practical debate, discussion leadership and methods; and platform work.



CLASS DAY

TYPEWRITING

Typewriting 101 Miss Keily 4 sem. hrs.
Foundation Course for Beginners Miss Witham

Correct typewriting techniques are emphasized as a foundation for accuracy and skill. Practice is given in arranging business letters, addressing envelopes, using carbon, copying from rough drafts, making simple tabulations, and other exercises involving typewriting of practical business materials. Accuracy and speed tests are administered weekly.

Typewriting 201 Miss Keily 3 sem. hrs.
Typewriting Projects Miss Witham

Practice on all makes of typewriters and a thorough understanding of their parts and operation are emphasized. Advanced typewriting problems involving difficult tabulations, preparation of manuscripts, legal forms, the making of master copies, stencil cutting, and other exercises requiring the use of vocational typewriting skill are given. Practice in transcription from shorthand plates is provided.

STUDENT ORGANIZATIONS

The Co-operative Council

Many matters pertaining to the general welfare of the college are referred for consideration to the Co-operative Council which meets biweekly. This is a democratic body, consisting of the president of the college, three members of the faculty, and representatives chosen by each of the several classes. The Council was organized primarily to give students a voice in the management of the institution, and a share in the responsibility for its success.

Association of Childhood Education

This is a branch of the National Association for Childhood Education, and is open to all students of the elementary department. Meetings are held once a month on a day other than club day. Well-known speakers, activities suitable for the lower grades, and trips of educational interest comprise the program. The aim of the Association is to familiarize students with the opportunities offered by the national organization to teachers in service.

Men's Athletic Association

The primary object of the Men's Athletic Association is to foster a spirit of fraternity. Membership is automatic upon payment of the blanket fee regardless of whether the individual participates in varsity sports. The Association belongs to the New England Teachers College Athletic Conference which has organized permanent basketball and baseball leagues.

Women's Athletic Association

The Association conducts all extracurricular sports for women, including such activities as soccer, field hockey, basketball, volleyball, soft ball, archery, tennis, badminton, and other individual sports. Payment of the blanket fee establishes membership in the association.

The John Burroughs Club

Open to all students of the college who are interested in nature and the out-of-doors. Field trips are taken whenever conditions permit and these are supplemented by visits to museums, greenhouses, and gardens. The winter meetings are enlivened by talks with colored films and other illustrative material. Various types of handwork are attempted such as the construction of bird feeders and nesting boxes, the making of models, and the assembling and mounting of collections. Occasional social functions add another interest to the usual programs.

The Camera Club

The Camera Club has equipment in its darkroom for developing films, copying pictures, and making contact prints and enlargements. There is opportunity for those interested to take activity pictures around the college, to gain experience in miniature photography, and to become proficient in the use of photoflood and photoflash lamps. Some meetings are devoted to lectures by outside talent and to the use of the motion-picture projector.

College Choir

The personnel is carefully chosen for singing ability. Regular rehearsals are held. Songs are rendered to chapel, at outside concerts, over the radio, etc. Strict rules of attendance and scholarship are maintained. The size of the group is limited.

Glee Club

A selective group, meeting each week to rehearse music sung on different occasions. Some of the activities are operettas, college concerts, radio appearances, etc.

The Commercial Council

The Commercial Council is the executive organization of the students enrolled in the commercial department. The members are chosen by election, three from each of the four classes. The Council takes cognizance of all activities of interest to commercial students, arranges for special lectures, demonstrations, business exhibits, educational moving-picture films, and similar activities. It endeavors to be a functioning service club. It has equipped the department with a stereopticon, several filmslide projectors, and a 16 mm. projector. It purchased a recording radio-phonograph, with which it is planned to make a permanent record of outstanding talent and to aid students, especially seniors, in improving their speech traits. Further purchases of equipment are being planned. The council sponsors the annual banquet of the commercial students.

Book Club

The Book Club offers all lovers of good reading an opportunity to enjoy the best books and to acquire a finer and more flexible background for the appreciation and interpretation of our present-day literature. A knowledge of "the best that has been thought and said in the world" is essential to "more complete living" and general culture. Student participation in discussions, reviews, field trips, and various social activities helps to make an interesting program for the work of the year.

Dramatic Club

An organization to develop student talents. There are opportunities for experience in directing, make-up, and stage management. In addition to the bimonthly meetings, the annual program includes an initiation banquet to receive freshmen; the "Tournament Plays" — a series of three one-act plays, a comedy, a tragedy, and a drama; a theater party; a Christmas play; a three-act play; and a farewell party.

International Relations Club

Open to all students of the college who are interested in studying and discussing international situations of current interest. It is sponsored by the Carnegie Foundation to the extent that it receives books, pamphlets, and bulletins which are available not only to club members but to the entire college. In the fall, delegates are sent to a regional conference arranged by the Foundation. Here, together with delegates from other colleges, they take part in round-table discussions and attend lectures given by outstanding authorities. For the benefit of the student body the club provides a lecturer on present-day problems and sponsors talks by foreign students.

The Log

The college newspaper, published monthly, offers opportunity for broad student experience in journalism. News classes are conducted early in the college year for those who desire to become members of the staff, or who wish to prepare for a school newspaper advisership. The Log is a member of the Associated Collegiate Press and a charter member of the Association of Massachusetts Teachers College Publications.

Pitman Debating Society

This organization provides opportunity for students to develop their public speaking abilities through club, radio, intramural and intercollegiate debates. The emphasis is on widespread participation rather than on intensive work for a few.

Sketch Club

The Sketch Club is intended for those students who have a particular interest in drawing. The varied program of activities includes: outdoor sketching trips, indoor sketching of people and still life, field trips to museums and industries using art, and talks by professional artists. Members of the club have the additional opportunity of exhibiting their work at intervals throughout the year.

Craft Club

The Craft Club offers its members an opportunity to participate in various craft activities. This background of elementary handwork is suitable for playgrounds, camps, clubs, scout groups, and work in special classes. The program includes: making of decorative papers, bookbinding, block printing, weaving, leatherwork, metalcraft, clay modeling, mask making, plaster casting, basketry, raffia work, fibre craft, gimp lacing, and beadwork. There also may be work in stagecraft, including the making of stage sets with scenery, costume designing, and marionette construction.

Tri-Mu

A social club for boarding students and students residing in Salem and its vicinity. It holds meetings once a month in the homes of the students, with occasional picnics, and bowling or theater parties.

GENERAL INFORMATION

The Massachusetts Program of Teacher Training

The State Teachers College at Salem is one of ten similar colleges in the Commonwealth. It is strictly a professional institution. No person may be admitted or retained who does not give reasonable promise of developing into an efficient teacher.

Board and Room

Although the college has no dormitories, it recommends homes in Salem where board and room may be obtained. All boarding students are required to live in such approved homes. Exceptions to this rule are made only for those whose parents wish them to reside with relatives or family friends. The homes meet the following requirements of the Department of Education: (1) They accept no boarders other than students and instructors of the teachers college. (2) The same home does not receive both men and women students. (3) The number of students in each home is limited to a small group. Those who take our students into their homes must assume responsibility for their conduct in the same measure as would be required of teachers or matrons in charge of dormitories.

College Restaurant

A cafeteria is maintained in the building on a nonprofit basis. Attractive menus are offered daily at reasonable prices.

The College Library

The college library, containing over 20,000 volumes, supplements the instruction in the various courses and serves as a reading and study center for the student body. Books are accessible during the hours when the college is in session. The library provides a well-rounded reference collection, books for recreational reading, and subscription to about 130 periodicals. Students may use the library without fines or fees.

Scholarships

Through the generosity of graduates of the college, several scholarships have been established. These are awarded to students on a basis of need. Applications should be made to the president after the opening of the college year. The following funds are available:

Susan Marvin Barker Scholarship Fund
Walter Parker Beckwith Scholarship Fund
Ella Franklin Carr Memorial Fund
Alpheus Crosby Memorial Fund
Ellen Maria Dodge Scholarship Fund
Richard Edwards Memorial Association Fund
Daniel Barnard Hagar Memorial Fund
Harriet Laura Martin Memorial Fund (for graduate study only)
Amanda Parsons Scholarship Fund
Pitman Scholarship Fund
Louise O. Twombly Scholarship Fund

At Harvard University four scholarships are granted, each with an annual value of four hundred dollars, for the benefit of students in Harvard College who are graduates of any reputable teachers college in the United States.

State Aid

The legislature makes an annual appropriation ranging from four thousand to six thousand dollars to be distributed among worthy teachers college students who are unable to defray their expenses. The money is apportioned according to the enrollments in the respective institutions. It should be noted that Salem residents are excluded from the benefits of this appropriation.

Placement

The state maintains a central employment bureau for prospective teachers. No separate bureau functions at the college. However, every reasonable effort is made by the administration to secure positions for Salem graduates.

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